



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Broadcast and Digital Programme Manager (Part-Time/Maternity)</b>
<b>Responsible to:</b>	<b>Senior Producer – Broadcast &amp; Digital Production</b>
<b>Responsible for:</b>	<b>Broadcast and Digital Programme Coordinator, Trainee Assistant Station Manager, Freelance Artist Tutors and Casual Workshop Assistants</b>
<b>Department:</b>	<b>Programmes Team</b>
<b>External contacts:</b>	<b>Young people, youth and community organisations, artists, arts, cultural and youth media organisations, festivals, educational organisations, youth workers, funding and Government bodies, external directors, promoters and producers.</b>

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### **About the Roundhouse:**

The Roundhouse is a place of great spectacle and a home for young talent. It is a hub of inspiration where artists and emerging talents create extraordinary work and where young people can grow creatively as individuals. We believe in the power of creativity to change lives.

By giving young people aged 11-25 the chance to engage with the arts through music, digital and performance projects, we inspire them to reach further, dream bigger, and achieve more.

### **MAIN PURPOSE OF POSITION**

To plan, produce and evaluate a diverse, imaginative, engaging, high profile and dynamic range of Broadcast and Digital projects under the direction of the Senior Producer. To line manage the Broadcast and Digital Programme Coordinator and the Trainee Assistant Station Manager at Roundhouse Radio, nurturing their talent and aiding their personal development.

With the Broadcast and Digital Programme Coordinator plan and deliver a coherent, dynamic and ground breaking programme of Broadcast and Digital projects and workshops for young people aged 11-25 as part of the Roundhouse Creative Programme for Young People.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Broadcast and Digital Young Creatives Programme**

- To oversee the planning, delivery and evaluation of an imaginative and comprehensive programme of Broadcast, Film and Digital projects, including those for, and with, young people aged 11 to 25 from beginners workshops to public broadcast.
- Alongside the coordinator, to oversee the employment of highly skilled and experienced professional tutors to deliver programmes in video and live broadcast, radio and digital technology.
- To work with the Head of Youth Policy and Engagement, Broadcast and Digital Programme Coordinator to deliver the monitoring and evaluation of the programme with under 25s.
- To liaise with other internal teams to ensure all broadcast and digital activities are coordinated within the context of the whole Roundhouse programme.
- To oversee the devising of schedules and project plans.
- To contribute to the detailed records for communications, monitoring and evaluation and to provide database reports.
- To support communication with young people, other Roundhouse departments and delivery partners.

- To support the development of youth leader initiatives within the Roundhouse.

### **Roundhouse Radio**

- To support the delivery of the aims and objectives of Roundhouse Radio, ensuring that it offers exceptional opportunities to young presenters and producers and consider audience development and income potential as part of that strategy.
- Alongside the Senior Producer, support the recruitment, management and mentoring of Roundhouse Radio Station Management, Broadcast Assistants and Traineeship.
- Work with the Senior Producer and Station Manager to develop and deliver Roundhouse Radio as a recognisable youth brand that has a distinct voice within the audio and radio industry and in doing so, increase its listenership.

### **Programme Partnerships and Outreach**

- Support the Head of Youth Policy and Engagement in identifying partnerships across the youth arts and education sector in the support of the programme.
- To support the use of the Roundhouse Studios by relevant partner organisations.
- To support the Community Participation Manager and Education Network Coordinator in the development of a coherent outreach programme.
- To develop partnerships with radio, broadcast and digital organisations, entrepreneurs and companies to support the Roundhouse business plan

### **Fundraising**

- To support the development team to raise funding for the annual programme from the public sector, corporate sponsors, individuals and campaigns.
- Support the development team with the completion of funding applications and all relevant reports for Arts Council and other funders.
- With the development team and Senior Producer contribute to building partnerships within audio, broadcast and digital to secure sponsorship, mentoring and other partnerships.

### **Finance and Administration**

- To contribute to the effective administrative and financial management systems, to ensure the efficient running of the Broadcast and Digital produced programme.
- To oversee contracts for the under 25s programme and Roundhouse Radio.
- To appoint, contract and manage a specialist team of artist/broadcast tutors to work with young people.
- With the Broadcast and Digital Programme Coordinator and Station Manager, manage the day-to-day budget relating to the Broadcast and Digital Young Creatives Programme and Roundhouse Radio, including providing financial reports when required.
- To optimise income through effective cost management and negotiating improved deals with suppliers and service providers.

### **Marketing and Communication**

- To prepare copy for marketing materials.
- To be a spokesperson when required for Broadcast and Digital Young Creatives Programme.
- To work with the Marketing Manager Youth Programme to recruit young people to attend the Young Creatives Programme.
- To supply up to date information to the Marketing team for use on all marketing and press materials.
- To ensure relevant facts and information are provided to Marketing and Communications teams in order that they can tell our story as strongly as possible

### **Evaluation**

- Alongside the Programme Coordinator, oversee the evaluation of the Broadcast and Digital Young Creatives Programme against agreed criteria.

### **General**

- To be committed to putting young people at the heart of everything we do.
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of the Roundhouse
- To be responsible for identifying and undertaking training and personal development to meet business needs.
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse.

## **REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

## **PERSON SPECIFICATION**

An experienced and skilled communicator and team player who really understands the area of individual giving and membership and is able to build strong and positive relationships with donors. You will be working towards achieving a strong financial resource for the organisation.

### **Essential**

- Experience of programming and delivering varied programmes of multi-media and arts projects for teenagers and young adults in the non-formal and formal education sectors.
- Excellent people management skills.
- Excellent organisational and project management skills.
- Ability to monitor expenditure, keep to a budget and provide budgetary information.
- Excellent communications and presentation skills, written and verbal.

### **Desirable**

- Experience of working in culturally diverse settings.
- Knowledge of mainstream education and curriculum.
- Experience of public event management.
- Understanding of and commitment to the use of new technologies in creative education
- Experience of writing reports and presenting information to funders and other external contacts.

### **Conditions**

Contract: Fixed Term (Maternity Cover)

Hours: 24 hours per week. The post will involve working some unsocial hours.

Annual Leave: The annual leave year runs from April to March, and you will be entitled to 15 days per annum plus bank holidays.

Notice Period: 6 weeks